

Maine EMS Vehicle License/Authorization Application

1. Indicate the type of license you are requesting (See the reverse side of this form for instructions for completion):

- | | |
|---|---|
| a. <input type="checkbox"/> Ambulance License (Initial) | e. <input type="checkbox"/> EMS Vehicle Authorization (Initial) |
| b. <input type="checkbox"/> Ambulance License (Permanent Transfer) | f. <input type="checkbox"/> EMS Vehicle Auth (Permanent Transfer) |
| c. <input type="checkbox"/> Ambulance License (Temporary Transfer) | g. <input type="checkbox"/> EMS Vehicle Auth (Temporary Transfer) |
| d. <input type="checkbox"/> Reinstate license that was temporarily transferred | h. <input type="checkbox"/> Reinstate authorization that was temporarily transferred |

2. Service Information

Service Name: _____ Service Number: _____

Mailing Address: _____

City/State/Zip: _____

Director/Service Chief: _____

Telephone Number: _____ Fax Number: _____

3. Vehicle Information

a. Please provide the information, requested below, of the vehicle for which you are requesting licensure (include the MEMS# if the license is being transferred from another vehicle):

Year	Chassis Mfg.	Amb. Mfg.	Vin.#	Type	DMV #	MEMS #

b. If you are transferring an existing license, list below the information of the vehicle from which you are transferring the license:

Year	Chassis Mfg.	Amb. Mfg.	Vin.#	Type	DMV #	MEMS #

4. I hereby request licensure/authorization of the vehicle listed in section 3a., above, and certify that the vehicle meets all applicable Maine EMS Rules and Maine Law.

Print Name of Authorized Representative

Signature of Authorized Representative

Date

5. ☐ Licensure/Authorization of the vehicle listed in § 3a. is approved as of the date and time listed below (Note to Service: Keep a copy of this approval in the vehicle as proof of licensure/authorization):

Maine EMS Licensing Assistant

Date

Time

Fax Sent to Service on:

Date

Time

Instructions for Completion of the *Vehicle License/Authorization Application*

Below are instructions for completion of the *Vehicle License/Authorization Application*. Should you have questions, please contact Maine EMS at 626-3860 and ask to speak with Karen Cutler, Licensing Assistant, or one of the Maine EMS Licensing Agents:

a. To receive an Ambulance Vehicle License (Initial) - Complete this application form; attach the required fee (\$5.00 per month - to calculate the vehicle fee, determine the number of months until the expiration of your service license and multiply by \$5.00). For example, if you are applying in June for a new vehicle license, and the service's license expires in September, the fee required would be for June, July, August, and September - or \$20.00 (4 months X \$5.00). Mail the application and fee to: Maine EMS, 152 State House Station, Augusta, Maine 04333-0152. You will receive a license card for your ambulance vehicle within one week.

b. To receive an Ambulance License (Permanent Transfer) - Complete this application form and mail *or* fax it to Maine EMS. You will receive immediate notice (via fax) of Maine EMS' approval of the license transfer. In addition, a license card reflecting the transfer will be mailed to the service's address. No fee is required for transferring an existing vehicle license.

c. To receive an Ambulance License (Temporary Transfer) - Complete this application form and mail *or* fax it to Maine EMS. You will receive immediate notice (via fax) of Maine EMS' approval of the license transfer. A copy of the fax must be kept in the ambulance vehicle as proof of valid licensure. No license card will be mailed. No fee is required for transferring an existing vehicle license.

d. To reinstate an Ambulance License that has been temporarily transferred - simply follow the instructions for temporary transfer, above. Be sure to display the original license card in the ambulance vehicle once the license has been transferred back to the original vehicle. No fee is required for transferring an existing vehicle license.

e. EMS Vehicle Authorization (Initial) - Complete this application form; attach the required fee (\$5.00 per month - to calculate the vehicle fee, determine the number of months until the expiration of your service license and multiply by \$5.00). For example, if you are applying in June for a new vehicle license, and the service's license expires in September, the fee required would be for June, July, August, and September - or \$20.00 (4 months X \$5.00) and mail the application and fee to: Maine EMS, 152 State House Station, Augusta, Maine 04333-0152. ***Include a copy of the vehicle's title (or lease agreement), state registration, and, front and side photographs of the vehicle.*** An authorization card for the vehicle will be sent to the service's address.

f. To receive an EMS Vehicle Authorization (Permanent Transfer) - Complete this application form and mail *or* fax it to Maine EMS. You will receive immediate notice (via fax) of Maine EMS' approval of the license transfer. In addition, an authorization card reflecting the transfer will be mailed to the service's address. No fee is required for transferring an existing vehicle authorization.

g. To receive an EMS Vehicle Authorization (Temporary Transfer) - Complete this application form and mail *or* fax it to Maine EMS. You will receive immediate notice (via fax) of Maine EMS' approval of the license transfer. A copy of the fax must be kept in the EMS vehicle as proof of valid authorization. No license card will be mailed. No fee is required for transferring an existing vehicle authorization.

h. To reinstate an EMS Vehicle Authorization that has been temporarily transferred - simply follow the instructions for temporary transfer, above. Be sure to display the original authorization card in the EMS Vehicle once authorization has been transferred back to the original vehicle. No fee is required for transferring an existing vehicle authorization.

**Maine EMS
152 State House Station
Augusta, Maine 04333-0152
Telephone - (207) 626-3860
Fax - (207) 287-6251**